



New-U Enterprises Ltd Safeguarding Procedures and Safeguarding Policy

We are committed to safeguarding and promoting the welfare of all children

1. Aim

The purpose of New-U Enterprises Ltd's safeguarding policy is to ensure every child involved with our organisation is safe and protected from harm.

This means we will always work to:

- Protect children from maltreatment
- Prevent impairment or children's health or development
- Ensure that children are growing up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our organisation.

2. Introduction

New-U Enterprises Ltd fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection and support.

Our policy applies to all children, volunteers, visitors and staff.

A child is someone under the age of 18 years.

3. Our Ethos

New-U Enterprises Ltd will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff, volunteer or regular visitor to the organisation if they are worried or concerned about something.

All staff, volunteers and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will do with whatever they have been told.

We will provide activities and opportunities that will equip children with the skills they need to stay safe.

At all times we will work in partnership and try to establish effective working relationships with parents, carers and colleagues from other agencies and organisations.

4. General Procedures

When new staff, volunteers or regular visitors join New-U Enterprises Ltd

They will be informed of the safeguarding arrangements in place. They will be given a copy of this Safeguarding Policy and told who our Designated Safeguarding Officer for Safeguarding is. They will also be shown the recording format, given information on how to complete it and who to pass it to.

Every new member of staff or volunteer will have an induction period of 3 months that will include essential safeguarding information. This programme will include safeguarding training relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the remit of the Designated Safeguarding Officer.

All staff and volunteers will be asked to read this policy yearly after it has been reviewed and updated if necessary. They will sign to say they have read and understood the policy.

All regular visitors and volunteers will be told where our policy is kept and they will be given a set of Safeguarding Procedures. They will be told who our Designated Safeguarding Officer is and what the recording and reporting system is.

All parents and carers will be informed of our legal duty to assist our colleagues in other agencies with safeguarding enquiries and what happens should we have cause to make a referral to Children's Services.

Parents or carers will sign a consent form at the start of their child's involvement with New-U Enterprises Ltd, which includes any vital health or otherwise notable information. It also requests permission for photographs to be taken for promotional purposes only. This will also include a statement making parents/carers aware that by signing they consent to us sharing information with relevant authorities if we have concerns about the welfare of their child, but that we do not have to seek consent if there are serious concerns about harm or likely harm to their children.

5. Training

Every member of staff will undertake appropriate safeguarding training every three years.

We actively encourage all staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be assessed via www.norfolkscb.org.

The Designated Officer should be used as a first point of contact for concerns and queries regarding any safeguarding concerns in New-U Enterprises Ltd.

6. Safer Recruitment; Staff and Volunteers

All adult who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with our children are competent, confident and safe to do so.

We ensure we adhere to the principles of safer recruitment as per this policy and also the guidance from Norfolk Safeguarding Children Board.

We ensure that we:

- Carefully consider the job description and person specification
- Circulate vacancies widely
- Ask for a written declaration with regards to criminal convictions, spent or otherwise
- Ask for identification
- Conduct interviews with at least 2 people present
- Ask for references, including last employer
- Gain enhanced DBS checks where current Government guidance requires us to
- Organise a comprehensive induction period which includes familiarisation with our safeguarding policies, procedures and training.

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all steps possible to safeguarding children in our care and to ensure that they adults in our organisation are safe to work with children. We will always ensure the Norfolk Safeguarding Children's Board procedures are followed.

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority Designated Officer (LADO) within 24 hours of a concern or allegation being made. The LADO can be contacted via www.norfolkscb.org.

Staff will not investigate these matters. We will work with the advice that is provided. Should an allegation be made against the Designated Safeguarding Officer this will be reported by the staff member or volunteer raising the concern directly to the LADO.

These are sensible steps that every adult should take in their daily professional conduct with children.

7. Records and Confidentiality

If we are concerned about the welfare of safety of a child we will record our concerns immediately on Appendix B and give this to the Designated Safeguarding Officer.

Any information recorded will be kept in a separate named file, electronically or in a secure cabinet and not with the child's file. These files will be responsibility of the Designated Safeguarding Officer and will only be shared within the organisation on a need to know basis for the protection of the child.

All information is confidential, however if there is a safeguarding or child protection concern about a child then information can be shared with other agencies, namely the Police or Children's Services.

Reports of a concern to The Designated Safeguarding Officer must be made in writing and dated by the person with the concern.

8. Roles and Responsibilities

Our Designated Safeguarding Officer will liaise with Children's Services and other agencies where necessary to make a referral to Children's Services using the procedure below.

Any concern for a child's safety or welfare will be recorded in writing and given to the Designated Safeguarding Officer who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

The Designated Safeguarding Officer will ensure that all staff, volunteers and regular visitors have received appropriate safeguarding information during induction and have been trained as necessary.

The Designated Safeguarding Officer will ensure that our Safeguarding Policy is in place and reviewed annually.

At all times the Designated Safeguarding Officer will ensure that safer recruitment practices are followed.

New-U Enterprises Ltd undertakes to remedy without delay any weaknesses in regard to our safeguarding arrangements that are brought to their attention.

9. Procedures for Handling Disclosures

A child may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the child has to say and be very careful not to 'lead' the child or influence in any way what they say.

It is important that the adult remembers to:

- ***Stay calm***
- ***Listen and be supportive***
- ***Not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions***
- ***Not stop or interrupt the child who is recalling significant events***

- ***Never promise the child confidentiality – it must be explained that information will need to be passed on to help keep them safe***
- ***Avoid criticising the alleged perpetrator***
- ***Tell the child what must be done next (the safeguarding process must be followed)***
- ***Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed. Be sure to sign and date the record.***
- ***Contact the Designated Safeguarding Officer immediately***
- ***Seek support.***

We are clear that the Local Authority and Police must lead any investigation into any allegation regarding safeguarding.

If we have a concern about a child we will telephone the Children’s Advice and Duty Services (CADS) on **0344 800 8021** immediately. We will be put through to a Social Worker who will take all the relevant details. We will make sure we are prepared with full details of the child and family, plus details of our concerns, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of the reason for this.

We will make careful records of all conversations, including the dates and times of who we spoke to, the information shared and the action agreed. We do not need to send a written referral.

Full details of this process can be found at www.norfolkscb.org under ‘How to Raise a Concern’.

10. What is Abuse?

Working Together 2018

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment);*
- b. Protect a child from physical and emotional harm or danger;*
- c. Ensure adequate supervision (including the use of inadequate care-givers);*
- d. Ensure access to appropriate medical care or treatment.*

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

11. Relevant Guidance and Legislation

- Working Together 2018
- What to do if you're worried a child is being abused 2015
- Children Act 2004
- Children Act 1989
- Framework for the Assessment of Children in Need and their families

Useful contacts:

Children's Services 24 Hours	0344 800 8020
Children's Advice and Duty Service	0344 800 7021
Norfolk Police	101
In an Emergency	999
Local Authority Designated Officers Team	01603 223473
Norfolk Safeguarding Children Board	www.norfolklscb.org

Named Designated Child Protection Officer for New-U Enterprises Ltd:

Sue Buffin
07733 190729
sue@new-ultd.co.uk

Policy Review:

We will always make any changes immediately to our procedures in line with Norfolk Safeguarding Children Board's guidance.

Review date: 16th May 2026

APPENDIX B

Sheet for recording and reporting concerns. Once completed give to Sue Buffin, as Designated Safeguarding Officer for New-U Enterprises Ltd.

Record what was disclosed as close to what was said as possible. Also record what was happening immediately before the child disclosed

Name of person completing form:

Signature

Date:

